



FEDERAL JOB OPPORTUNITY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: LF2176DX

OPENS: 07-12-2002

CLOSES: 08-09-2002

All application materials/documents must be received by the closing date 08-09-2002.

POSITION: Contract Specialist (Negotiated and Architect and Engineer (A&E) Service Contracts), GS-1102-11 or GS-1102 -12

PROMOTION POTENTIAL: The full performance level of this position is GS-12. If selected at the GS-11 level there is promotion potential to GS-12 without further competition. There is no known promotion potential beyond the GS-12 level.

SALARY RANGE: GS-11 \$47,245 - \$61,413
GS-12 \$56,624 - \$73,608

LOCATION: Central Federal Lands Highway Division, Lakewood, Colorado.

WHO CAN APPLY: Applicants will be accepted from any U.S. citizen.

Individuals in the local commuting area (Lakewood, CO) covered under 5 CFR 330.601 CTAP - Career Transition Assistance Plan or 5 CFR 330.701 ICTAP (Interagency Career Transition Plan) surplus/displaced will receive special selection priority.

NOTE: The incumbent of this position may be required to file an Annual Executive Branch Confidential Financial Disclosure Report (SF-450).

SUMMARY OF DUTIES: Contract Specialist will be assigned to the primary functional area of negotiated and A&E service contracts. The incumbent of this position serves as an assistant to the Contract Development Engineer. In this capacity the incumbent utilizes expertise in Federal Procurement Law, Federal and Departmental regulations and good business practices in planning and performing the Central Federal Lands Highway Division's contracting processes; advises the Contract Development Engineer and Legal Counsel in the applicability and potential impact of proposed laws, regulations, policies, and procedures including Federal Acquisition Regulations (FAR), Transportation Acquisition Regulations (TAR), and the Federal Lands Highway Manual; reviews and recommends actions such as, sole sources, and other activities; and is responsible for establishing Indefinite Delivery Indefinite Quantity (IDIQ) pre-award and post-award functions, including price/cost analysis and negotiation of all contracts.

QUALIFICATIONS REQUIRED:

BASIC REQUIREMENTS: A 4-year course of study leading to a bachelor's degree with a major in any field **OR** at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

In addition:

GS-1102-11 Level: Candidates must have a minimum of one year of specialized experience equivalent to GS-09 or 3 full academic years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree.

GS-1102-12 Level: Candidates must have a minimum of one year of specialized experience equivalent to GS-11.

Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Exceptions: Current Federal employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000

For additional information on qualifications, please refer to the OPM Operating Manual-Qualification Standards for General Schedule Positions, and the Individual Occupational Requirements for Contract Specialist GS-1102 available in most federal personnel offices or at <http://www.opm.gov/qualifications/>.

Note: Well Qualified for CTAP/ICTAP candidates is defined as an eligible employee who meets the minimum qualification requirements for the position and receives a score of at least 85 (prior to the assignment of veteran preference points) when rated as described below in the Basis of Rating.

TIME LIMIT FOR MEETING QUALIFICATIONS: To be considered for this position, applicants must meet all qualification requirements by the closing date of this announcement.

BASIS OF RATING:

1. A determination of minimum qualifications will be based on your qualifications as stated in (1) the application, and if submitted, (2) any supplemental statement to address the rating factors/knowledge, skills, and abilities (KSAs) listed below.
2. Applications rated minimally qualified will be further evaluated, and a numerical score will be assigned based on evidence of the rating factors/KSAs listed below

RATING FACTORS/KNOWLEDGE, SKILLS AND ABILITIES:

1. Skill in applying acquisition regulations to complex contracting and acquisition activities for negotiated contracting, Architect and Engineering (A&E) service contracts and tasks orders, balancing the needs of the engineering program office with the procurement regulations.
2. Knowledge of contract administration including task orders and negotiation processes for engineering work; review of the scope of the work; estimate; cost and price analysis and an appropriate work plan, and administration of performance negotiated contracts.
3. Skill in working within a team environment where workload is balanced and activities are geared towards accomplishment of the common goals established for the team using the key elements of total quality management.
4. Ability to express and present ideas in writing and in person, clearly, concisely, and in logical sequence, including demonstrated ability to produce technical reports and detailed correspondence to a wide range of individuals.

HOW TO APPLY: Please submit the following documents:

1. An OF-612 (Optional Application for Federal Employment), a resume, or any other application document you choose that includes the information described in OF-510, Applying for a Federal Job. Please ensure that your application includes sufficient information to demonstrate that you possess the quality and years of experience as specified under the qualification requirements.
2. A supplemental statement of experience describing how your background, experience, education, and training have demonstrated possession of the rating factors/knowledge, skills, and abilities (KSAs) listed in this announcement.

3. You must submit a copy of your college transcript to receive qualification credit for education.
4. You **must** specify in your application the lowest grade for which you wish to be considered.
5. To receive veterans' preference you must submit a legible DD-214 that shows character of service, and any other required documentation, i.e. SF-15.
6. Applicants requesting consideration under CTAP/ICTAP must be "well qualified" (see definition in QUALIFICATIONS REQUIRED) and submit documented proof that you meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. Documented proof must include a copy of the agency notice, a copy of your most recent performance rating and a copy of your most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

SUBMIT APPLICATION TO: **E-Mail:** LHRC.LHRC@fhwa.dot.gov, or
 Fax: (303) 969-5790, or
 Mail to:
 Federal Highway Administration
 Lakewood Human Resources
 Attn: Mark Harris (LF2176DX)
 555 Zang Street, Room 400
 Lakewood, CO 80228

CONTACT INFORMATION: **Mark Harris**, 303-969-5772 ext 405

This announcement, forms, and additional information regarding Federal employment is available on the Office of Personnel Management's (OPM) Internet website at www.usajobs.opm.gov.

VETERAN'S PREFERENCE: If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. If your service began after October 15, 1976, and was not during the period beginning August 2, 1990, and ending January 2, 1992, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability to receive veterans' preference. To claim 5-point veterans' preference, attach a copy of your DD-214 "Certificate of Release or Discharge from Active Duty. To claim 10-point veterans' preference, attach an SF-15 Application for 10-Point Veterans Preference" plus the proof required by that form. The DD-214 must include the character of your discharge.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will be considered regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or other non-merit factors.

PRIVACY ACT: Your application contains information subject to the Privacy Act (P.L. 93-597.5 U.S.C. 522). The information is used to determine qualifications for employment, and is authorized under Title 5 U.S.C. Code, Sections 3302 and 3361.